

King, Valerie A.

From: Griffin, Jenny (Purchasing)
Sent: Wednesday, October 01, 2003 9:47 AM
To: 'gary.curtis@mdsps.com'
Cc: Hart, Gwendolyn G.; Amy Arnold McCann (McCann, Amy Arnold); Loreen Carchman (Carchman, Loreen); Earl J. Johnson (Johnson, Earl J.); King, Valerie A. (Valerie.A.King@pmusa.com); Mendes, Paul (Paul.Mendes@pmusa.com)
Subject: MDS & PM USA Operational Meeting

Gary -

We met during your & Jerry Merritt's visit to Philip Morris USA on August 19 to provide an executive overview of MDS and MDS Pharma Services to a small group of Philip Morris representatives. At that time, you and I agreed to follow up with one another to discuss and arrange a joint meeting of our respective operational personnel.

The following are some suggested agenda items for the meeting:

- PM USA's organizational alignment/corporate structure
- MDS's organizational alignment/corporate structure (same introductory presentations you & Jerry Merritt gave on 8/19)
- Annual recap of business
- Current operating processes
- Mutual improvement opportunities (i.e. speed of execution of proposals, project agreements)
- Cost savings opportunities.

We have an internal cross-functional group of approximately 12 people who are very interested in participating in this meeting. Please check your calendar and let me know some proposed dates for meeting in November or December and suggest any additional agenda items. Gwen Hart and I will be happy to arrange for the meeting to be held here in Richmond.

I look forward to hearing from you!

Jenny F. Griffin, C.P.M.

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